ADEC i-Recruitment
User Manual for External Candidates

مجـلــس أبـوظـبـي للتعـلـيم
Abu Dhabi Education Council
Education First   الـتّـعـلـيـم أوّلاً

ADEC i-Recruitment User Manual for External Candidates
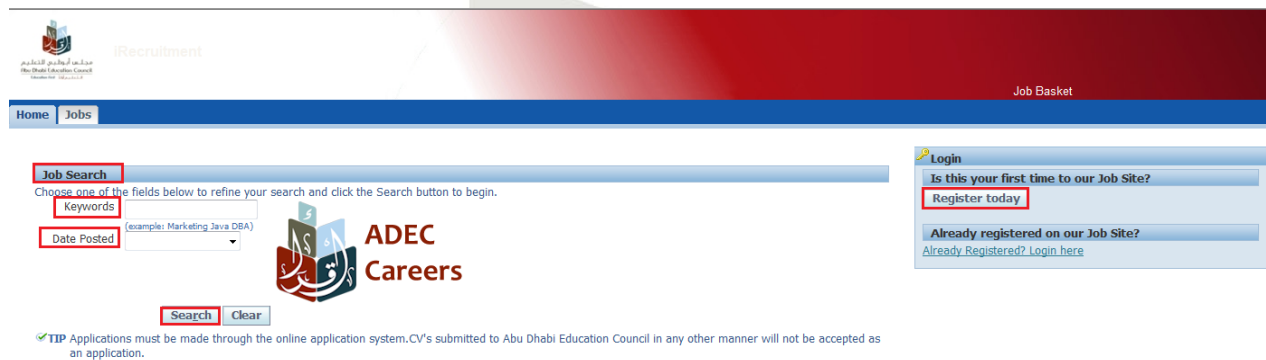
Table of Contents

ADEC i-Recruitment User Manual for External Candidates

Overview

ADEC's iRecruitment is a web-based application that can be accessed online at the following URL: https://jobs.adec.ac.ae

From this page you can view our current openings, register your profile with us, update your resume, and many other actions related to the Recruitment process.

Current openings can be viewed by entering a **keyword**, or choosing a **date range** from the list of values, and clicking on the "**Search**" button.

Registering your profile with ADEC

To apply for any job, you have to first register with us by clicking on "**Register today**".

Helpful Hints: Please be sure that you have Pop-Up Blocker Turned off by following the below path.

Internet Explorer: Tools -> Pop-up Blocker -> Turn Off Pop-up Blocker

If Pop-Up's continue to be blocked, hold the **CTRL** key down as you select the option.

ADEC i-Recruitment User Manual for External Candidates

*Email	Read the tip carefully before entering your email address. Make sure you use a **valid personal email address** that you check regularly, and plan on keeping. This will be the email at which you receive alerts on Job Postings, Offers, Password Resets, etc. Upon initial registration, we will send you an email on this ID, and you will be required to take some action on the same.
*Family Name	Enter your last name as per passport.
*First Name	Enter your first name as per passport.
*Password	The system requires what is called a "Strong" password. 1- Minimum of **8** characters in length 2- Alpha Numeric: made up of only letters & numbers (must contain at least one letter and one number) – e.g. 1234a 3- No repeating characters
Submit	Once the above information has been entered– click on the "**Submit**" button to proceed to the next Step - "**Create Account**"

At this point, you will need to attach an electronic copy of your CV/Resume. Please note that the Resume / CV is required to move to the next step.

Once Resume/CV has been uploaded click on the "**Continue**" button to proceed to the next Step - "**Personal Information**".

Note: If you do not have your CV/Resume ready to attach – you can choose to Cancel and finish updating your account details at a later time. Important: Please be sure to remember your email address and password at this time.

Register: Personal Information (Step 1 of 3)

*Note: All fields marked with * are required.*

Basic Details	
Title	Select from List of Values
*First Name	(As per passport)
* Family Name	(As per passport)
Second Name / Father's Name	
Third Name / Grandfather's Name	
Mother's Full Name	
* Country of Birth	Select from List of values
* Nationality	Select from List of values
Previous Nationality	Select from List of values
* Religion	Select from List of values
Sect	Select from List of values
National Family Book No.	(For UAE Nationals only)
Tawteen No	(Only For UAE National fresh graduates / unemployed candidates)
* Email Address	
* Gender	Select from List of values
* Marital Status	Select from List of values
* Date of Birth	
Place of Birth	
Emirates ID	For UAE Residents only
Address	
Current Residence Country	Select from List of values
* Address Line 1	
Address Line 2	
Address Line 3	
City	
Country	Select from List of values
Current Residence City	

ADEC i-Recruitment User Manual for External Candidates

Phone Numbers	
Please update this section to tell us how we can contact you via telephone. Please note that Mobile number is mandatory. Please be sure to follow the Phone Number Formatting Tip requesting that you input the full number (inclusive of country code and city code). *For e.g. +97126665432 ({Please do not use spaces or dashes).*	
Phone Number	Times to Call
Home	Select from List of values
Mobile	Select from List of values
Work	Select from List of values
Work Fax	Select from List of values
Source Details	
How did you hear about us?	Select from List of values
Source Name	See the tip for guidance
Documents	
Use this section to attach electronic copies of documents that support your application, such as: Cover Letter, Resume/CV, Copies of educational qualifications, Teaching Certificates, Teaching Evaluations etc.	

Click on the "**Next**" button to proceed.

Register: Add Qualifications (Step 2 of 3)

Employment History	
In this section, you can record details of your previous and current employment history. For fresh graduates without any working experience, this section can be left blank. Click on the "**Add Another Employer**" button to add a new record. The system will allow you to input up to 20 Employment History Records.	
* Employer	Start with your current employer
*Job Title	Enter your job title
*Start Date	Select from List of values
End Date	Select from List of values *(For current employer, leave this field empty)*
Employer Type	Select from List of values
Description of Job Duties	Briefly describe your job duties
The below fields are to be entered only if your previous experience is related to teaching.	
School Type / Age Range	
If Other Please Elaborate	
Years of Experience Within UAE	
Years of Experience Outside UAE	
Grades / Years Taught	
Subjects Taught	

*Note: If you want to add another employer click on the "**Add Another Employer**" button – you will be required to complete the required fields.*

If you wish to delete the record, you can do so by clicking on the "**Delete**" icon which is located to the right of the record.

Skills	
In this section, you can specify skills that you possess. Click on "**Add Another Skill**" button to add skills.	
List of Skills will be shown	Select the skill and click on the "**Search**" button.
	Choose the skill and click on "**Ok**".
	Choose your level from the list of values.

If you wish to delete the record, you can do so by clicking on the "**Delete**" icon which is located to the right of the record.

Education Qualification	
Information regarding your educational qualifications can be provided in this section.	
* Education / Qualification Level	Select from List of values
Major/Specialty	Enter your major or speciality
*University/Establishment	
Accreditation Body	
*Country / State	
*Date of Qualification	Enter the date on which you obtained the qualification
GPA	

If you wish to delete the record, you can do so by clicking on the "**Delete**" icon which is located to the right of the record.

Additional Certifications / Training	
If you have any additional professional certifications, or have attended any trainings, this is the section to add information pertaining to those.	
*Professional Certification / Teaching License	Select the type of certification / license from List of values
Accreditation Body / Country	Enter the accrediting body / country

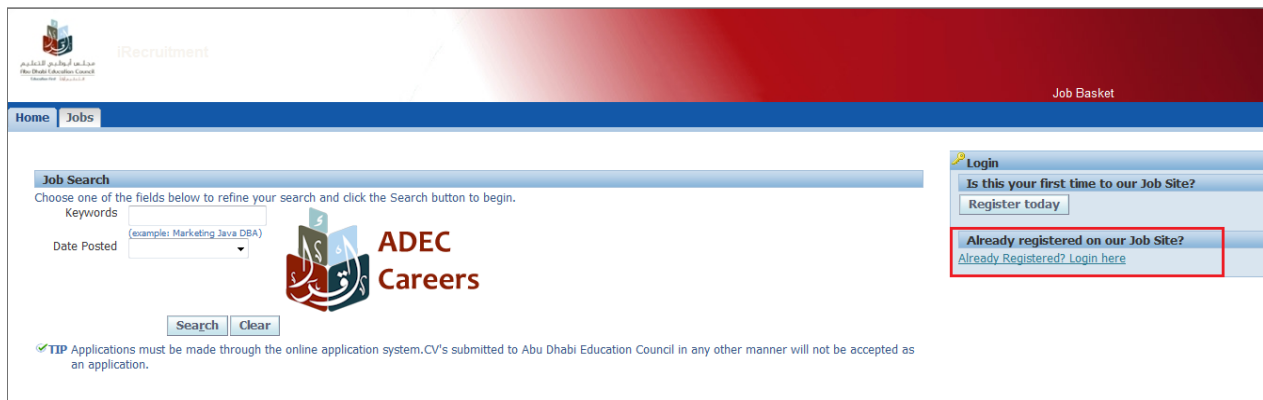| Date Issued	Select the month and year when the certificate / license was issued
Valid Until	Select the month and year until when the certificate / license is valid
Additional Details	If you choose IELTS under Professional Certification / Teaching License, click on "**Additional details"** and fill in the necessary details.

Register: Additional Details (Step 3 of 3)

Finding the right job	
Enter your work preferences to help us find the right job for you. Choose the appropriate fields to create an accurate account of your work preferences. This will enable us to match suitability of your profile to available vacancies.	
Keywords	Free Text & Self Explanatory
Professional Area	Select from List of values
Match Competencies	Check the box if you want to receive emails of Jobs matching your competencies.
Match Qualifications	Check the box if you want to receive emails of Jobs matching your qualifications.
Email Preferences	
In this section, you can specify if you want to receive emails when new jobs are posted on our site.	
Receive emails of Matching Jobs	Check the box if you want to receive emails of Matching Jobs. (This is particularly useful if there are no suitable openings when you create your profile, but get added later, you will receive notifications on the same)
Receive General emails	Check the box if you want to receive General emails.
Frequency of emails	Select from List of values.
Email Format	Choose appropriate option based on your requirement.

Click on "**Finish**" button to complete the account registration. You have now successfully created a searchable profile with us.

ADEC i-Recruitment User Manual for External Candidates

Logging in to your account

To return to your account, access the ADEC career site on the internet, and click on "**Already registered? Login here**"

Enter the username (the email account you registered with), and the password and click on "**Login**".

Email   : This is the email address in which you used to register your account.
Password   : Enter your password.

ADEC i-Recruitment User Manual for External Candidates

In case you have forgotten your password, click on the "**Login Assistance"** link and then follow the steps.

After you have logged in successfully, you will see your Home Page on our career site. Here, you can view your notifications, view jobs that you have submitted applications for, view any interviews that have been scheduled for you etc.

ADEC i-Recruitment User Manual for External Candidates

View / Update your profile

If you wish to View/Update your profile information, you can do so by clicking on the "**My Account**" tab.
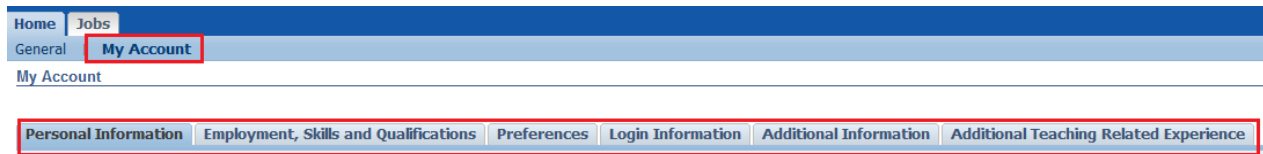
Under "**My Account**" tab, you will find different areas of your profile as shown above. You can update your profile by clicking on the different tabs and choosing the fields to update.

Note: The ADEC Hiring Team only sees your most up to date account details when viewing your profile.

While registering you have filled the following basic information:

- Personal Information
- Employment Skill & Qualifications
- Preferences

In case you need to modify or update any information, click on the respective tab and update.

There are some additional details in the "**Personal Information"** section, which need to be updated later. Some of the fields are mandatory before applying for a job.

Passport and Travel Details

Passport and Travel Details	
* Full Name in English	(As in Passport)
* Father's Name	(As per passport)
Nationality	Select from List of values
Length of Citizenship	
Previous Nationality	Select from List of values
* Passport Number	
* Issue Date	Date of issue of the passport
* Expiry Date	Expiry date of the passport
Passport Type	Select from List of values
Place of Issue	
Issuing Authority	
Issuing Country	Select from List of values
Departure City	
Repatriation City	
Repatriation Country	
Nearest International Airport Name	

Nearest International Airport Code	
Emergency Contact Name	
Emergency Contact Email	
Emergency Contact Phone	
Number of Children that will be accompanying you	
Travel Comments	

Click on "**Save Passport & Travel details**".

Dependant's information

In this section, you can enter details of your dependants.

Dependants Information	
In this section you can enter details of dependants that will be accompanying you.	
*First Name	Enter the first name of the dependant
Second Name	Enter the second name of the dependant
Third Name	Enter the third name of the dependant
*Family Name	Enter the family name of the dependant
Gender	Select from list of values
*Relationship	Select from list of values, the relation the dependant has with you
Date of birth	Enter the dependant's date of birth
Full Name	Enter the dependant's full name, as per passport

After entering dependants' information, click on "**Save Dependant details**".

Additional Tabs

In addition, you will see the following tabs:

- Login Information
- Additional information
- Working Experience

ADEC i-Recruitment User Manual for External Candidates

Update Login Information (How to change your password)

Login Information	
Use this tab to change your password. Please read the tip carefully to help you choose a strong password.	
* Current Password	Enter your current password.
* New Password	Enter your new password (For e.g. 1234a)
*Confirm New Password	Re-enter your new password

Click on "**Save**" button.

Entering Additional Information

Additional information	
ADEC	Questions in this section are pertaining to any previous interaction / work experience with ADEC.
General	This section captures information about general areas like your notice period, driving license etc.
References:	Please provide reference information in this section
UAE Residents:	Please enter information in this section if you are, or have been a UAE resident.
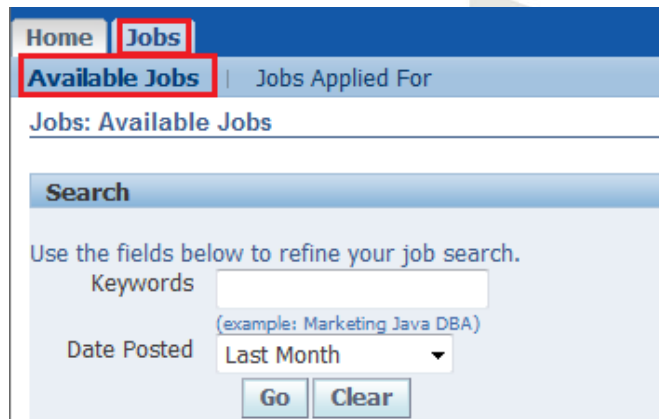
ADEC i-Recruitment User Manual for External Candidates

Applying for a vacancy

Now that you have a profile with us, you are ready to start applying for the jobs listed on our site.

Searching for jobs

To begin searching for jobs / vacancies, click on the "**Jobs**" Tab.

Under the "**Jobs**" tab, click on "**Available Jobs**".

You can search for jobs using a keyword search, or date range search. Enter the search criteria, and click on the "**Go**" button. Use the "**Clear**" button to clear your search criteria and start all over again.

Job vacancies meeting your search criteria will be populated in the Job Detail table, as shown below.

Select	Name	Job Title	Professional Area	Job Objective	Date Posted
☐	English Teacher - All Cycles...	English Medium Teacher	School Administration	Test Brief Posting Description	20-Jun-2012
☐	IRC446...	KG Teacher	Special Education	Excelent job opportunity to be part of the life of our young children, and develop their skills to grow in a healthy and great mindset.	19-Jun-2012
☐	IRC436...	English Medium Teacher C3		The posting is for a position as an English Medium Teacher for Math Cycle 3	19-Jun-2012
☐	IRC439 - English Medium Teacher - Gulru's Posting...	English Medium Teacher - Gulru's Posting	School Administration	You will be required to teach English to students. You will also make sure you don't get yourself into any kind of trouble.	19-Jun-2012
☐	New Teaching Vacancy...	English Medium Teacher	Special Education	➢ Work with the implementation teams as a Techno-Functional Consultant to design, develop, build, test and deploy custom extensions like Reports, Forms, Alerts, Workflows, Interfaces, Data conversion routines and other related Concurrent programs. ➢ Facilitate user acceptance testing, and knowledge transfer for custom code developed. ➢ Conduct performance review and tuning of custom code. ➢ Develop and Review related documentation like Technical Design document, Database Extensions Document, Test Scripts etc. ➢ Maintain version control for the custom code developed. ➢ Liaise with functional consultants and Database Administrators for impact analysis of software updates and enhancement requests on existing custom code. ➢ Open Technical Assistance Requests with Oracle Support and follow up to resolution.	19-Jun-2012

Viewing full job description

To view the full job description click on the link for the job that you wish to view the description of.

New Teaching Vacancy...	English Medium Teacher	Special Education	➢ Work with the implementation teams as a Techno-Functional Consultant to design, develop, build, test and deploy custom extensions like Reports, Forms, Alerts, Workflows, Interfaces, Data conversion routines and other related Concurrent programs. ➢ Facilitate user acceptance testing, and knowledge transfer for custom code developed. ➢ Conduct performance review and tuning of custom code. ➢ Develop and Review related documentation like Technical Design document, Database Extensions Document, Test Scripts etc. ➢ Maintain version control for the custom code developed. ➢ Liaise with functional consultants and Database Administrators for impact analysis of software updates and enhancement requests on existing custom code. ➢ Open Technical Assistance Requests with Oracle Support and follow up to resolution.	19-Jun-2012

Detailed Description

➢ Enables the success of student academic achievement through implementation of the SABIS® curriculum and philosophy and through the consistent use of the SABIS® Point System™ of instruction.

➢ Has an oversight role for all students within the school setting, to ensure a safe academic environment conducive to learning and maintain the professional SABIS® image.

➢ Ensures proper planning and follow up for the academic progress of all students and works cooperatively with the Student Life and Student Management teams.

➢ Ensures accurate and timely reporting to the Academic Quality Controller, as required by SABIS® and governmental bodies.

➢ Reports regularly to the Academic Quality Controller regarding students' performance and challenges, with recommendations for action and a summary of actions taken.

➢ Fulfills a requirement of 30 student contact hours per week.

➢ **Primary** assignment **may be a specific grade level (including homeroom duties) or subject teaching to multiple classes in regular or intensive classes.**

➢ **May also be** assigned **additional non-instructional duties such as proctoring exams or supervising recess or lunch.**

➢ Must attend required school functions as identified by administration.

Job Requirements

Minimum: Bachelor's degree in subject area to be taught.

Master's Degree preferred, may be required if necessary to comply with local regulations.

Leadership and team management skills.

Interpersonal and communication skills.

Organizational and self-management skills; Ability to handle multiple responsibilities effectively.

Skills

Skill	Minimum Level	Maximum Level	Desirability
Data Analysis Skills	Beginner	Advanced	Essential

Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Add To Basket   Apply Now

After you have reviewed the Job Description, you have 2 options:

1. Add to basket
2. Apply Now

Add to basket

This is an option to help you find this job posting without having to perform another search. Rather, once you add it to your Basket (think of it in terms of a shopping basket), it's a way of short listing the job vacancies that you wish to submit applications for.

To do this, simply click the "**Add to Basket**" button located at the top & bottom of the Job Description.

If you wish to see all the jobs you have added to the basket, click on "**Job Basket**" (located in the upper right corner of your screen).

Apply Now
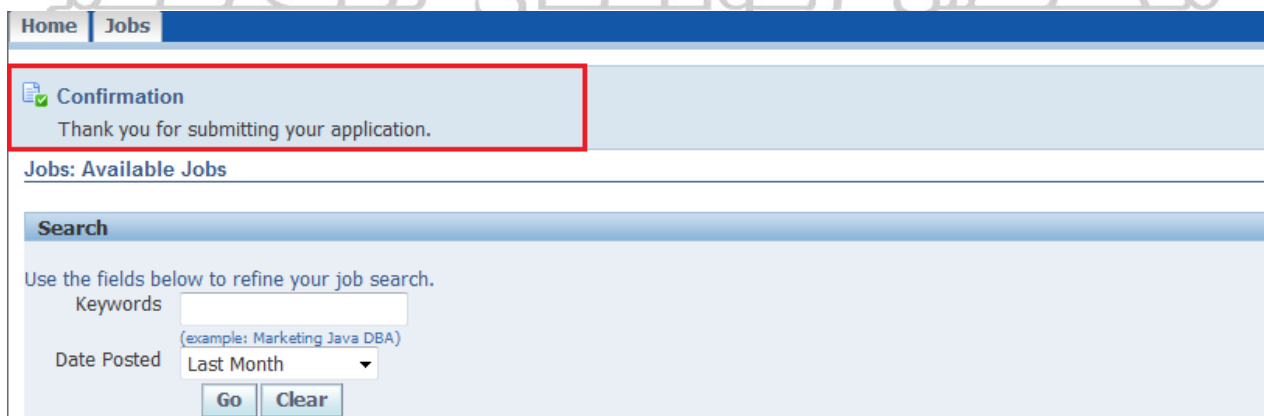
If you wish to Apply now to the Job Vacancy in which you are reviewing, click on the "**Apply Now**" button.
Note: If you are not already signed into the system the system will first bring you to the sign in page.

Before applying, you will have a chance to review your profile information once again. This will be your chance to update any information, if there is a change since the last update, or if you wish to add any additional information.

Review all the information, and click on "**Finish**".

Once you have applied for the job, you will receive a confirmation message.
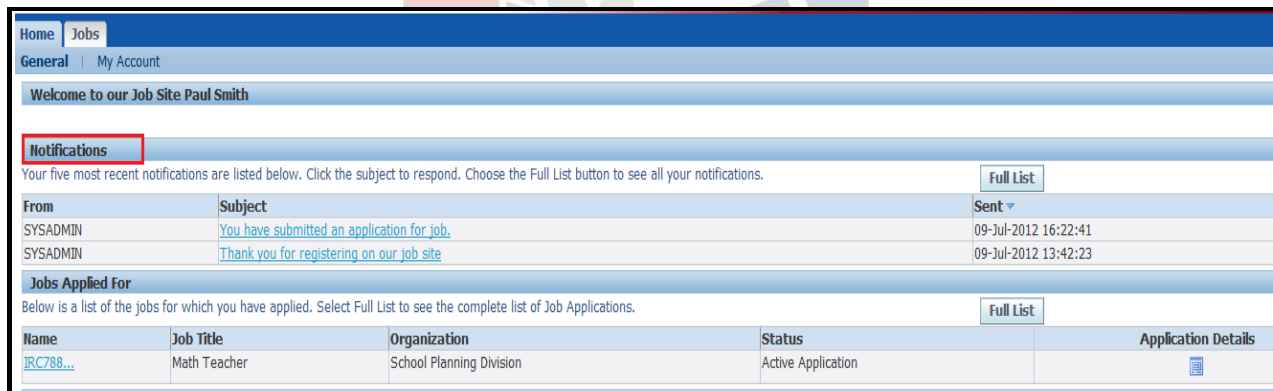
ADEC i-Recruitment User Manual for External Candidates

Note: For security reasons, the system will log you out for if you are inactive within the page for any significant period of time. In order to avoid frustration, it is highly recommended that your Account Profile is updated prior to submitting an application so that you can quickly review and submit your application.

Communication with ADEC

Once you have applied successfully, you will receive notifications when there are updates to your application. The notifications will be sent both via email, and to your account with ADEC. To check notifications on the ADEC site, visit the ADEC career website, and log in to your account. You will see all your notifications on the "**Home**" page.

A new notification can be for any one of the following:

- Registration confirmation
- Submission of job application
- Change of status
- Interview scheduled
- Offer received from ADEC

When you click on the notification, you will be able to view the complete details of that notification.

If you wish to communicate with ADEC regarding your job application, you can use the "C**ommunication**" option. Under the "**Jobs**" tab, click on "**Jobs applied for**".

ADEC i-Recruitment User Manual for External Candidates

You will see a list of jobs you have applied for. Upon clicking on "**Application Details"** icon, you will be able to view details of the application.

Click on the "**Communication**" Tab.

Click on "**Create Topic**".

Enter a subject, and the actual message. Click on "**Add Recipient"** to select the recruiter with whom you wish to communicate.

Click on the search icon.

ADEC i-Recruitment User Manual for External Candidates

Click on the "**Go**" button. You will see a list of people from the ADEC team. Select the person against the 'Recruiter' role. Click on the "**Quick Select**" icon.
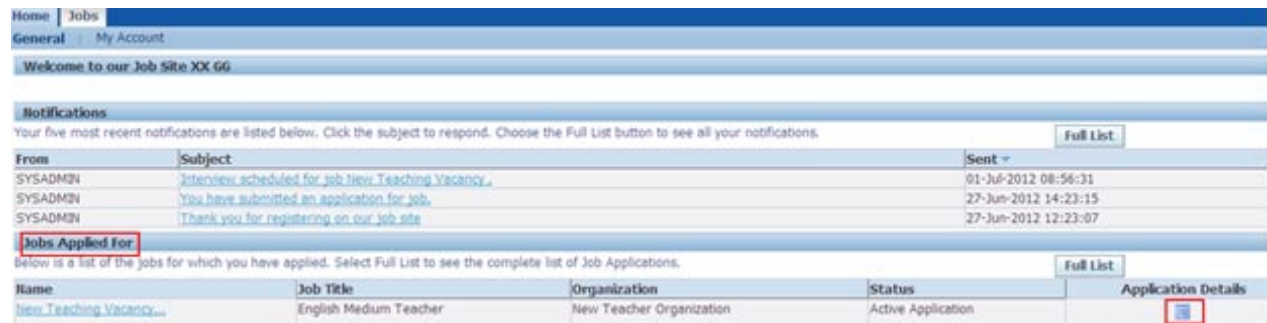
Add attachments if required, and click on "**Send**".

In case you receive further communication from the recruiter for the same vacancy then follow the same steps to view & reply.

Withdrawal of Application

To withdraw application for a job, follow the below steps.

Under the "**Jobs**" section, click on the "**Jobs Applied For**" tab.

Click on "**Application Details**" against the application you wish to withdraw.

Click on "**Withdraw Application**", entering any comments if needed, and click on "**Submit**" button.

ADEC i-Recruitment User Manual for External Candidates

Responding to an interview notification

In the event you are invited for an interview with ADEC, you will receive a notification about the same. Click on interview details to check for further details.

Use the communication method explained earlier to communicate your availability to the recruiter.
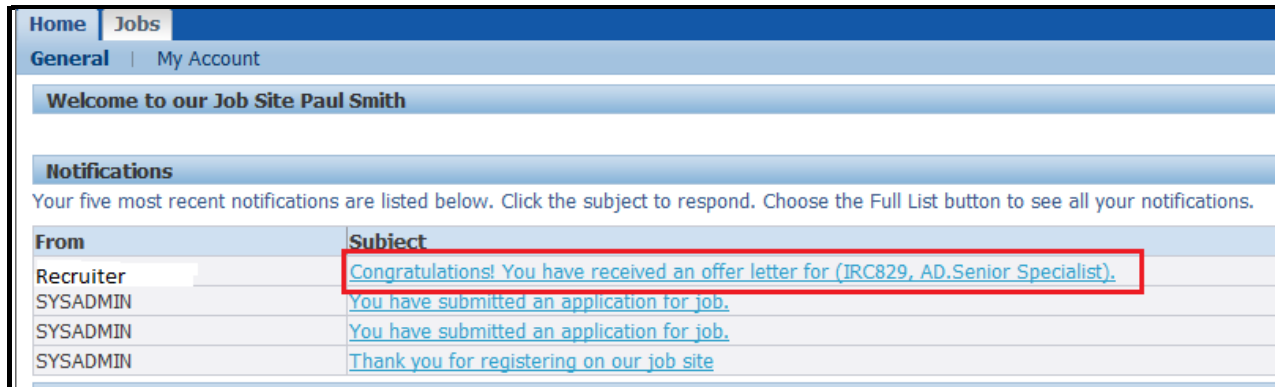
ADEC i-Recruitment User Manual for External Candidates

Viewing / Taking action on offer

In the event the recruiter finds your candidature most suitable for the job, you will be receiving an offer letter from ADEC. In this case, you will receive a notification that you have received an offer.

Home	Jobs		

General | My Account

Welcome to our Job Site Paul Smith

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject
Recruiter	Congratulations! You have received an offer letter for (IRC829, AD.Senior Specialist).
SYSADMIN	You have submitted an application for job.
SYSADMIN	You have submitted an application for job.
SYSADMIN	Thank you for registering on our job site

Click on the notification, and click on "**View Offer**".

ADEC i-Recruitment User Manual for External Candidates
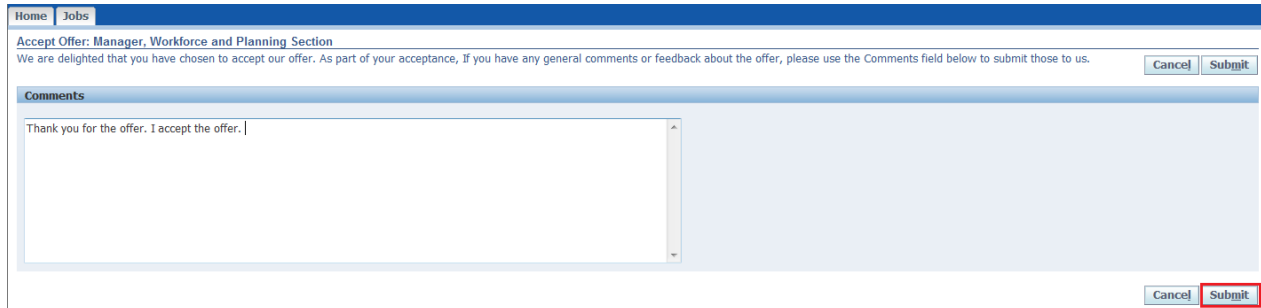

Click on the "**Offer Details**" tab. You will be viewing an electronic copy of the job offer. Review the same carefully. Click on "**Accept Offer**" if you find the offer suitable, or "**Decline Offer**", if the offer is not acceptable to you.
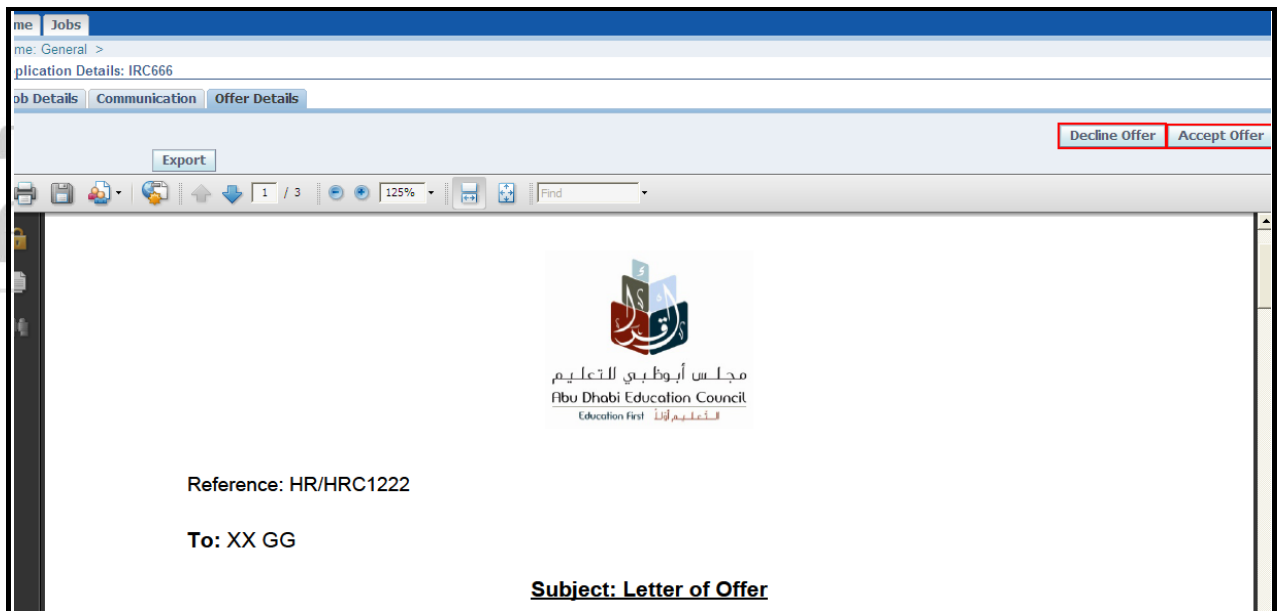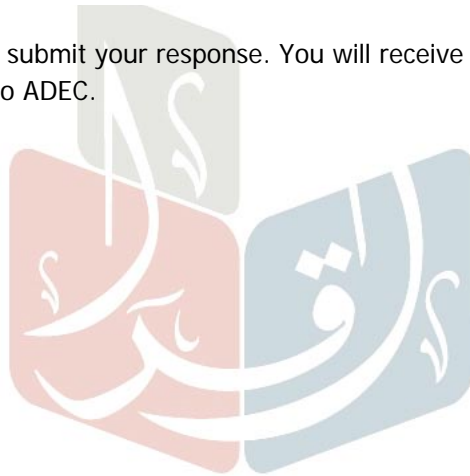
You may enter comments before you submit your response.

Click on the "**Submit"** button to submit your response. You will receive a notification that your offer acceptance has been conveyed to ADEC.